

**Speaker Engagement Letter**

[*Date*]

[*Speaker* *Name*]

*[Payee Name (if different)]*

[*Address*]

[*email*]

[*phone*]

Dear [*Speaker*]:

We are delighted that you have agreed to speak at the University of Vermont (“UVM”). This letter confirms the details of your presentation, as follows:

1. Presentation Details.

Title:

Date(s):

Time (start and end):

Venue:

Technical/Equipment requirements:

*[other relevant details]*:

2. Terms of Payment.

 (a) Honorarium (or Stipend, as applicable): $ \_\_\_\_\_\_. Please submit your completed W-9 (or W-8BEN). If you are a Foreign National, you are eligible for payment *only* if you qualify. You will be provided with additional documentation in order to make that determination. If all required forms are submitted *in advance* of the event, payment can then be made within ten (10) business days after the event.

 (b) Expenses:

Checked by UVM Department as appropriate:

 Travel: [ ]  N/A [ ]  UVM-provided [ ]  Speaker –reimbursed

 [*details*]:

 Meals [ ]  N/A [ ]  UVM-provided [ ]  Speaker –reimbursed

 [*details*]:

 Lodging: [ ]  N/A [ ]  UVM-provided [ ]  Speaker –reimbursed

 [*details*]:

 Miscellaneous: [ ]  N/A [ ]  UVM-provided [ ]  Speaker –reimbursed

 [*details*]:

Travel/Meals/Lodging will be (i) reimbursed to you as accompanied by itemized receipts; *or* (ii) provided by UVM (both in accordance with UVM travel policy found at: <http://www.uvm.edu/policies/travel/travel.pdf> )

3. Recording of Presentation.

For Speaker: Please clearly mark any or all of the following terms with which you are in agreement:

 [ ]  Please check here if you give UVM, or a photographer working on behalf of UVM, permission to photograph you during the event. Photographs of the event may be used for event promotions, general University promotions or other related business.

[ ]  Please check here if you give UVM, or a(n) audiographer/videographer working on behalf of UVM, permission to use footage of this event for University purposes. Videotaping or Audio recording (“Footage”) will be used for educational purposes and could be used in the following ways: archived in UVM’s David W. Howe Memorial Library, posted to the UVM website and/or in web locations maintained by UVM personnel.

 [ ]  Please check here if you give permission to local public access television and/or documentary filmmakers to take Footage of this event. On occasion, local public access television stations or documentary filmmakers request to attend and obtain Footage of University events. Generally, these clips are also used for educational purposes, however the University cannot control, ultimately, the final usage of Footage.

 [ ]  Please check here if you do not consent to any Photography or Footage during the event.

4. Independent Contractor Relationship.

Your relationship with UVM is that of an independent contractor, and nothing in this Letter is intended to create a partnership, agency, joint venture or employment relationship. You are not authorized to make any representation on behalf of UVM unless specifically authorized in writing to do so by UVM.

5. Cancellation.

If you cancel the event, best efforts must be made to notify UVM as soon as possible. Should you cancel, you may be required to reimburse UVM for any pre-paid airline tickets, and/or cancel with the airline directly. If you do not present as scheduled, UVM will not be responsible for honoraria, costs or damages.

UVM reserves the right to cancel the event if, in its sole discretion, it is no longer in UVM’s best interest to host. Upon notice of cancellation, UVM will reimburse you for any non-refundable expenses incurred prior to notice.

Neither party shall be liable for delays or any failure to perform due to causes beyond its control. Such delays include but are not limited to natural catastrophe or governmental restrictions. The delayed party must notify the other party as soon as practicable upon the occurrence of any such event, and the parties must make a good faith effort to reschedule as mutually convenient.

6. Entire Agreement.

This Engagement Letter constitutes the entire understanding between you and UVM relating to this subject matter and supersedes all prior or contemporaneous oral or written agreements between us. This Engagement Letter may only be modified by mutual agreement in writing.

Please confirm the accuracy of the information above by signing and return-emailing a scanned pdf to: [*Dept. host/contact email*]

If you should have any questions, or would like to discuss your presentation further, please do not hesitate to contact me. Thank you again for agreeing to speak at UVM. We are looking forward to your presentation.

Sincerely,

*[Department host/contact name]*

*[signature block with phone and email]*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 By: *[print name of Payee-Authorized Signatory]*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 By:

 Title: Purchasing and Contract Specialist

 Purchasing Services

 University of Vermont